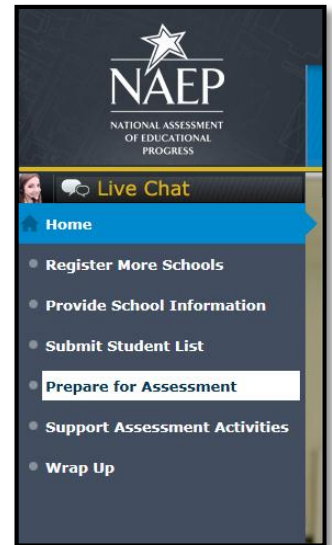# MyNAEP Update the List of Sampled Students

1. Go to the **Prepare for Assessment** tab. Under this tab you will have access to several School Coordinator tasks. Use the links in the checklist on the left-hand menu under **Prepare for Assessment** to:

   - Update the list of sampled students
   - Include students with disabilities and English language learners
   - Notify parents/guardians of sampled students
   - Submit a current roster of students
   - Manage school and/or teacher questionnaires
   - Plan assessment day logistics

In this section, the **List of Sampled Students** and Demographic Data report will become available <u>on December 8, 2014</u>. After the list is available, there are several tasks that the school coordinator must complete to ensure a successful administration of NAEP. Your NAEP representative will contact you in early December to explain how to complete these tasks and to schedule a preassessment review call. **All tasks must be completed and confirmed by the preassessment review call date.**

Note: The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users.

2. Select the **Update List of Sampled Students** link on the left-hand menu. Montana submits a list of students for its NAEP sampled school in mid-November. NAEP reports results for various student groups, so it is important to verify the information submitted by the Montana Office of Public Instruction for accurate reporting. In this section, you will review the list of sampled students and update their enrollment status and demographic information as needed. Before updating this student information, **watch the tutorial and get started.**

Update List of Sampled Students (5:36)
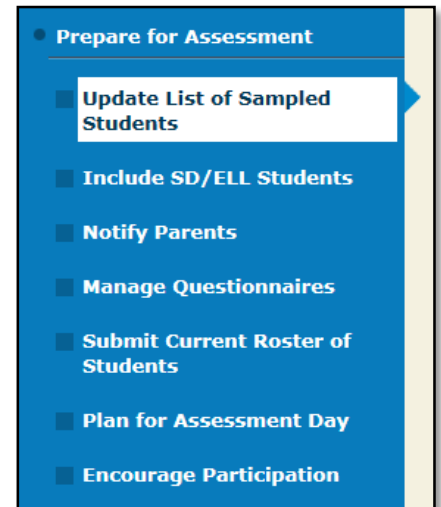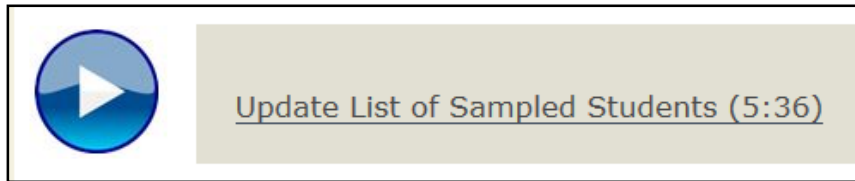
Click "Finish" when you have reviewed each of the following items:
- Review the Demographic Data Report (PDF).
- Collect the required information for each student on the list.
- Understand the withdrawn/ineligible definitions. Students with disabilities and English language learners are eligible for NAEP. You will determine if identified students will be able to participate later on in the Include Students section.
- Review the demographic data definitions for updating students' race/ethnicity and National School Lunch Program (NSLP) status.
- Use SD/ELL classifications to make any necessary changes. Additional information about these students will be collected later in the Include Students section.
- Select the Finish button below when you're ready to move on.

3. Before completing the **Update the List of Sampled Students** task, <u>please print your school's **Demographic Data Report (.PDF)** at the bottom of the **Prepare for Assessment** landing page</u>. Review the information in this report for accuracy and upon finding discrepancies with the information, please mark your correction(s). Once all corrections have been made to the report, please begin your **Update the List of Sampled Students** task.

				NAEP 2015		Demographic Data Report					
				Bloomsbury School 3410241					10/22/2014 2:40 PM		
Student Name	Session	Line #	Subject	Month of Birth	Year of Birth	Gender	Race	School Lunch	SD	ELL	Status
Arceneaux, Jamie	RM0401	1	Reading	06	2005	Female	Black or African American, not Hispanic	Free lunch	No, not SD	No, not ELL	
Baker, Khaliell Raheem	RM0401	2	Math	09	2005	Male	Hispanic, of any race	Free lunch	No, not SD	No, not ELL	
Bateman, Lizette	RM0401	3	Reading	11	2005	Female	Hispanic, of any race	Free lunch	No, not SD	Yes, ELL	
Bigelow, Zachary M	RM0401	4	Math	03	2005	Male	White, not Hispanic	Free lunch	No, not SD	Yes, ELL	
Blackburn, Justin Allen	RM0401	5	Reading	10	2005	Male	Black or African American, not Hispanic	Free lunch	No, not SD	No, not ELL	
Bowman, Vanessa	RM0401	6	Math	10	2005	Female	Black or African American, not Hispanic	Free lunch	No, not SD	No, not ELL	
Butler, Grace	RM0401	7	Reading	09	2005	Female	Black or African American, not Hispanic	Free lunch	No, not SD	No, not ELL	
Campbell, Lara G	RM0401	8	Math	07	2005	Female	Hispanic, of any race	Free lunch	No, not SD	No, not ELL	
Cantie, Matthew J	RM0401	9	Reading	02	2005	Male	Black or African American, not Hispanic	Free lunch	No, not SD	No, not ELL	
Dodd, Jamell A.	RM0401	10	Math	07	2005	Male	Hispanic, of any race	Free lunch	No, not SD	No, not ELL	
Doty, Zachary Michael	RM0401	11	Reading	05	2005	Male	Hispanic, of any race	Free lunch	Yes, IEP	Yes, ELL	
Edwards, German	RM0401	12	Math	08	2005	Male	Black or African American, not Hispanic	Free lunch	No, not SD	Yes, ELL	

Place this document in the NAEP red storage envelope

Page 1 of 6

Note: The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users.

4. Select the **Update List of Sampled Students** – "**Identify Withdrawn or Ineligible Students**" link. Go through the list and mark with a check any students who are **withdrawn** or **ineligible**.

A student is considered **withdrawn** if he/she is <u>no longer enrolled at the school or has graduated</u>.
A student is considered **ineligible** for one of the following reasons:
- •Student does not attend any classes on campus
- •Student is not in sampled grade
- •Student is a foreign exchange student
- •Another reason

If you indicate students in this section as **withdrawn** or **ineligible** for NAEP, please provide the reason below in the reason for ineligibility box. Select "Save and Continue" to proceed to the next task. Confirm that the information is correct by selecting the "All Information is Correct" button.

5. Under the **Update Student Information** link, please review the demographic data for all students listed. Make any necessary updates by clicking the **pencil on the left**.

To update **race/ethnicity** information or **school lunch** information, select the correct information from the drop-down menu. Make any changes in the drop-down menu for each variable and click "Save". When finished with all updates, click "Continue".

You have made updates to the following student records. Updates are highlighted in blue. Please confirm that this information is correct. Confirm that the information is correct by selecting the "All Information is Correct" button.

Student ID	Last Name	First Name	Middle Name	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status
112377	BUTLER	GRACE		09	2005	Female	Two or More Races	Student not eligible
112356	FIEDOROWICZ	ASHLEY	NICOLE	06	2005	Female	Hispanic	Student not eligible

Note: The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users.

6. Now proceed to the **Update Classifications of Students with Disabilities and English Language Learners** link. Please make any necessary updates to a student by clicking the pencil on the left. You can sort students by SD and ELL status by clicking on the column headers. This sorting will bring all students with the SD and/or ELL designation to the top of the list. If a student has a Section 504 plan and requires an accommodation to be tested, please change his or her SD classification to "Yes, 504." Make any changes in the drop-down menu for each variable and click "Save".

Edit	Last Name	First Name	Middle Name	Month of Birth	Year of Birth	Gender	SD Classification	ELL Classification
✎	DOTY	ZACHARY	MICHAEL	05	2005	Male	Yes, IEP	Yes, ELL
✎	PAPPILLION	JADE	ELIZABETH	03	2005	Female	Yes, IEP	No, not ELL
✎	ROTATORI	SARA	ASHLEY	06	2005	Female	Yes, IEP	No, not ELL
✎	SCOTT	SEAN		07	2005	Male	Yes, IEP	No, not ELL
✎	SMITH	DILLON	JOSEPH	10	2005	Male	Yes, IEP	No, not ELL
✎	THOMAS	DAKOTA	SAGE RAY	10	2005	Male	Yes, IEP	No, not ELL
✎	BATEMAN	LIZETTE		11	2005	Female	No, not SD	Yes, ELL
✎	BIGELOW	ZACHARY	M	03	2005	Male	No, not SD	Yes, ELL
✎	BLACKBURN	JUSTIN	ALLEN	10	2005	Male	No, not SD	No, not ELL
✎	BOWMAN	VANESSA		10	2005	Female	No, not SD	No, not ELL
✎	BUTLER	GRACE		09	2005	Female	No, not SD	No, not ELL
✎	CAMPBELL	LARA	G	07	2005	Female	No, not SD	No, not ELL

[Back to Beginning] [Back] [Continue] [Exit]

To update **SD status** or **ELL status** information, select the correct information from the drop-down menu. Make any changes in the drop-down menu for each variable and click "Save". When finished with all updates, click "Continue".

Last Name	CANTIE
First Name	MATTHEW
Middle Name	J
Month of Birth	02
Year of Birth	2005
Gender	Male
SD Classification	No, not SD
ELL Classification	

Yes, IEP
Yes, 504
No, not SD
Information unavailable

[Save] [Close] [Reset]

Last Name	CANTIE
First Name	MATTHEW
Middle Name	J
Month of Birth	02
Year of Birth	2005
Gender	Male
SD Classification	No, not SD
ELL Classification	No, not ELL

Yes, ELL
No, not ELL
Information unavailable

[Save] [Close] [Reset]

Thank you for your timely completion of the 4th NAEP 2015 School Coordinator Task!

Note: The MyNAEP pages contain JavaScript. If JavaScript is disabled in your browser, you will not be able to log in. Please note that Google Chrome and Internet Explorer are the recommended browsers for school users.